

EMERGENCY ACTION PLAN – MOHRSVILLE

Effective January 1, 2020

I. Purpose

The **purpose** of the Emergency Action/Response Plan (EAP) is to facilitate and organize personnel in the event of an emergency or crisis in order to effectively respond to any situation that could cause death, injury, disruption of operations, or physical or environmental damage.

The site is a manufacturing facility located at 809 Mohrsville Rd. Shoemakersville, Perry Township, PA 19555.

II. Assignment of Responsibility

A. Emergency Plan Manager shall manage the EAP and is responsible for ensuring all training records and requirements pertaining to this program are maintained.

Frank Ike *Director of Operations* *717-725-6323*

B. Emergency Plan Coordinators are responsible for instituting the procedures in this EAP and assist with management of the program.

David Heffelfinger *Production Supervisor* *484-637-6009*

Mike Hill *Production Supervisor* *484-824-2206*

Mike Rowley *Env. Health and Safety Coordinator* *484-824-3533*

C. Management will provide training and program management including an annual review to minimize risk of injury to personnel and visitors during an emergency.

D. Supervisors shall follow and ensure that their employees are trained in the procedures of the EAP.

E. Employees are responsible for following the procedures outlined in this EAP.

F. All Visitors shall sign in at the Office and review safety procedures including the EAP.

III. Plan Implementation

A. Fire Incident

1. Employees are trained in both this EAP and fire extinguisher use.
2. Employees are trained to utilize the **RACE** method:
 - a. **R** Rescue or remove anybody from the area
 - b. **A** Alert others to the emergency utilizing:
 - i. Verbal warnings
 - ii. Intercom system
 - iii. Air Horn
 - iv. Notify 911
 - c. **C** Confine fire to the area if possible:

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- i. Close doors to prevent fire spread
 - ii. Isolate additional processes safety if possible
- d. **E** Extinguish with a portable fire extinguisher.
 - i. Know the capabilities of the extinguisher and potential fire.
- 3. Fire Extinguisher
 - a. Use by only trained personnel
 - b. Only for use in the initial stages of fire
 - c. Remember **PASS**
 - i. **P** Pull Pin
 - ii. **A** Aim nozzle at base of fire
 - iii. **S** Squeeze handle
 - iv. **S** Sweep back and forth
 - d. Do not turn back to the fire

B. Chemical Incident

- 1. Isolate area to prevent further contamination
- 2. Notify Supervisor/Management
- 3. **Incidental spills are less than 4 liters or 1 gallon**, which does not leave the property.
- 4. **Minor/small spills are up to 55 gallons** includes any release of chemicals that does not leave the property and can be managed by on site personnel or a contractor.
- 5. **Large /major spills (more than 55 gallons)** include any spills too large to manage by on site personnel or any spill that leaves the property.
 - i. Contact 911 & management
 - ii. Attempt to prevent additional contamination
 - iii. Additional regulatory notifications will be made as required in accordance regulatory requirements (see the Spill Prevention, Control and Countermeasure (SPCC) Plan and Preparedness, Prevention and Contingency (PPC) Plan.
- 6. Document incident including pictures for minor and large spills.

C. Severe Weather Event

Includes thunderstorms, tornados, hurricanes, snow, or any other weather-related event. Flooding is addressed below.

- 1. Seek shelter inside
- 2. Monitor emergency radio announcements and keep all personnel informed
- 3. Stay away from windows

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4. In the event of high winds or a tornado seek shelter in the main building first floor hallway (this area is away from windows).

D. Medical Event

1. Alert first aid responders on site & Management for assistance
2. Evaluate incident and level of care necessary
3. Call 911
4. Document incident

E. Railroad Event

1. Secure office area and cease all operations, where possible.
2. Close all doors facing railroad.
3. Turn off forklifts immediately.
4. Evacuate personnel and visitors to safe location based on the incident.
5. Contact railroad police department 570.943.5027 or the State Police Dept.
6. Contact 911 to report incident.

F. Flood Event

Should a flood watch or warning occur, complete the following:

1. Monitor weather reports for flood risk levels.
2. Move any high-risk chemicals (chrome, oxidizers, powders, other metals) to the upper warehouse. This warehouse is above the 100-year flood plain.
3. Close and barricade plant doors.

IV. Emergency Evacuation Gathering Point

In the event of a fire emergency or unmanageable chemical spill, the **Emergency Evacuation Rally Point (EERP)** is located at the 807 Mohrsville Rd. home, next to the south wall porch entrance.

Rallying will be signified by an air horn sound for all employees and visitors to meet at the EERP and wait for further instructions.

1. All employees and visitors are to gather at this point to ensure all parties are accounted.
2. If necessary, all parties will move as a group to a safe location away from further hazards.
3. No employees are to leave the facility in personal or company vehicles unless advised and approved by management.
4. Where chemical fuming occurs in the direction of the EERP, a new location may be chosen.